

## **EXPLANATORY NOTES FOR VISITORS & FREQUENTLY ASKED QUESTIONS**

### **Residents Parking Scheme**

The Residents Parking Scheme is in operation in most of the residential areas in and around Middlesbrough town centre. The scheme is designed to keep residential streets clear from commuter and shopper's vehicles to enable residents to park near their homes. The residents parking scheme is divided into residents parking zones. There are currently eleven residents parking zones in Middlesbrough, zones AA, A, B, C, D, E, G, H, J, K & U.

Streets within the residents parking scheme may have markings on the road and all have signs. The signs show which zone the street is included in and the zones hours of operation. Any vehicle may be parked for any length of time outside of the hours of operation.

### **Visitors parking permits**

If a vehicle displays a valid visitors permit on the windscreen then it can be parked in a residents parking place in the same way as a residents vehicle. There should be sufficient space for all vehicles, however, a permit does not guarantee that a particular space will be available nor does a visitors parking permit enable a vehicle to be parked on yellow line waiting/loading restrictions, allow free parking at any pay and display area, business parking area or unlimited time in any loading bays which may be located within the residents parking zone.

At the present time permanent visitors permits are available for visitors to Zones AA, A, B, C, D, E, G, H & J. Visitors application forms are available for download from the Councils website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) or from Parking Solutions, Middlesbrough House, 50 Corporation Road, Middlesbrough TS1 2YQ Tel. 01642 726003. For personal callers the office hours are 8.30am to 4.30pm Monday, Tuesday and Thursday, 10:00am to 4.30pm Wednesday and 8:30am to 4pm Friday (excluding bank holidays). A visitor will need a supporting statement from the resident whom they visit and will need to produce their vehicle registration document or Insurance document. If the vehicle belongs to an employer and the applicant is unable to obtain the registration document/Insurance document, an official letter should be obtained from the employer stating that you use the vehicle(s) concerned.

All applications will be considered and a visitor's permit will normally be granted if the Council is satisfied:

- a) That you have a valid and sufficient reason for visiting the resident during the hours the residents parking scheme is in operation
- b) That it is unreasonable for you to park other than in a residents parking place
- c) The permit is not to be used for parking whilst you go to work

Visitors parking permits can display up to three registration numbers. This means a visitor who has access to two or three vehicles can have all the registration numbers displayed on one permit, enabling it to be swapped between the vehicles as necessary. Details of all vehicles must be completed on the visitor application form and the vehicle registration documents/Insurance documents produced. If a separate permit is required for each vehicle, a separate application form must be completed in each case.

It is important for the success of a residents parking scheme that there are sufficient parking spaces for residents. The number of visitors' permits which are issued may therefore be limited. The Council has complete discretion to refuse an application for the issue or renewal of a visitor's permit. No one has the right to such a permit. Visitor's permits are renewed each year before the permit expiry date (printed on the permit) and are automatically sent to the address visited.

Visitors to Zone K must obtain a visitors permit upon arrival from the resident that they are visiting. The permit must be clearly displayed in the visitors vehicle and then handed back to the resident at the end of the visit

Visitors to Zone U may park without a permit for 45 minutes (2 hours on the west side of Park Vale Road) with no return within 2 hours. A visitor wishing to stay longer than this must obtain a visitors scratchcard permit from the resident they are visiting, scratch off the relevant panels and display it in their vehicle.

### **Types of vehicle**

You can obtain a permit for the following types of vehicles:

- a) Cars or other passenger vehicles with seating for not more than 13 people
- b) Goods vehicles with an unladen weight of not more than 30 cwt
- c) Motorcycles

### **What happens if I change my vehicle?**

You should apply for a permit for your new vehicle and hand in your old permit. The old permit cannot be used on your new vehicle. Please make sure you remove your permit if you sell your vehicle.

### **What do I do if my permit is lost or stolen?**

If your permit is lost or stolen you will need to reapply for a permit and produce your documentation again. If your permit becomes faded or defaced hand it in to Parking Solutions for a replacement.

### **What do I do if the Resident I visit moves?**

If the resident moves out of the residents parking zone you should immediately hand in your permit.

### **Suspending a parking place**

The Council and the Police can temporarily suspend the whole or part of a parking place for certain special reasons. Signs will be put up when a parking place is suspended. You cannot park in a suspended parking place unless you have the permission of the Council or Police.

### **Who will enforce the residents parking scheme?**

The Councils Civil Enforcement Officers will patrol the residents parking zones.

Penalty Charge Notices are issued for the following:

- a) Parking in a residents parking place without displaying a valid permit
- b) Parking in a residents parking place displaying an invalid permit
- c) Parking in a suspended parking bay
- d) Not parked correctly within the markings of the bay or space

Visitors are required to comply with all the requirements of the scheme; the displaying of permits is absolutely necessary for the scheme to be successful.

If you require any further information on residents parking please telephone Parking Solutions on 01642 726003.